

Sponsors Checklist

This is a guide to help sponsors orient their protégés. It is a baseline, but sponsors should not feel confined to the guide's scope. Think back to when you were a new arrival and give the newcomers the benefit of your experience, camaraderie, and assistance.

Remember -- first impressions are often lasting impressions. Help start a newcomer's tour right and give them a positive impression of you and the Europe District.

- Upon Notification of Sponsorship Duties (within five working days):
 - Make contact with the new employee
 - Complete the Commander's welcome letter that is posted on the Intranet at the Newcomer's Site. Forward hard copy to the Executive Office for signature (completed envelope must accompany the letter).
 - Send short personal e-mail or letter of welcome to the new employee.
 - Ensure new employee has access to the Internet and knows where our web site is, as well as the Newcomer's Site (or make hard copies and mail them).
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- Prior to New Employee Arrival
 - Get new employee a mail box and send e-mail with box number (See mail room for proper forms).
 - Mail room needs to know the height of the new employee so mail boxes can be matched to employee height.
 - Procure basic supplies (pens, pencils, paper, hole punch, scissors, etc.).
 - If possible, get the telephone number for where the new employee will be seated/located and forward to them.
 - Make mail distribution box within section/branch.
 - Have working computer with all accessories (CEFMS card reader, mouse pad, etc.).
 - Correspond regularly with new employee.
 - Familiarize self with the In processing Checklist and Newcomer's Packet.
 - Have dates for the next Community Newcomer's Briefing and EUD Newcomer's Briefing.
 - Make hotel reservations.
 - Review your BSB's web site for times of supporting activities to assist with the completion of the In processing Checklist.
 - Arrange for transportation to pick up the new employee.
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- First Day New Employee Arrives
 - Pick up new employee.
 - Check new employee into hotel.
 - Take to HR for issuance of In processing Checklist and ID card(s) paperwork.
 - Introduction to supervisor and branch chief.
 - Short tour of building and area.
 - Take to IM for LAN password.
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- Second Through Tenth Day of Arrival
 - Complete In processing Checklist.
 - Assist in arranging appointments and transportation until Driver's Test is passed.
 - Assist with search for housing.
 - Introduce the new employee to a Local National in your section who can help with translating the advertisements in the newspaper or help with house hunting.
 - Take a tour of the building and area again since they are likely more coherent.
 - Take to PAO to have a picture taken for the Intranet.
 - Introduce them to co-workers and other personnel with whom they will work closely.
 - Insure the following are provided:

- Organizational chart of EUD and section
 - Organizational chart of customer
 - Customer phone list
 - Job description
 - Performance standards
 - Map of USAREUR/USAFE/EUCOM (with customers shown)
 - Community phone list
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- Eleventh Day and On
 - Assist as needed.